



# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
Phone (310) 456-2489 · Fax (310) 456-2760 · [www.malibucity.org](http://www.malibucity.org)



January 2014

Dear Mr. Block:

In 2012, the City of Malibu implemented a Student Poll Worker Program. With your help, we want to continue to make it a success and include the City of Malibu in the process.

The City of Malibu is conducting its General Municipal Election on Tuesday, April 8, 2014, and we are seeking Malibu High School student participation in this upcoming election.

Enclosed is a packet containing all information needed regarding the Student Poll Worker Program. For your convenience, program materials are also available on the City's website at [www.malibucity.org](http://www.malibucity.org).

Please provide this information to your students, teachers and parents, and post on your website and in your Monday Message. We believe that the Student Poll Worker Program is a great way to introduce your students to the democratic process. If you have any questions, please contact me at (310) 456-2489, ext. 228, or [lpope@malibucity.org](mailto:lpope@malibucity.org).

Thank you for helping us make the Student Poll Worker Program a success!

Sincerely,

Lisa Pope  
City Clerk

# PROGRAM DESCRIPTION



## WHO CAN PARTICIPATE?

- Any High School student that meets the following requirements:
  - ☐ 16 years or older
  - ☐ U.S. citizen (permanent residents not eligible)
  - ☐ Must be in good academic standing
  - ☐ G.P.A. of 2.5 or greater
  - ☐ Have History teacher and parental consent



## WHAT DO STUDENTS DO ON ELECTION DAY?

Students are assigned to serve as clerks in one of Malibu's seven polling places on Election Day and are obligated to serve from 6:30 a.m. - 9:30 p.m. Students have the same responsibilities as regular poll workers. They are expected to:

- ☐ Attend training session on April 3, 2014, at 4:00 p.m. at City Hall
- ☐ Provide their own transportation to and from polling place
- ☐ Serve the entire day from 6:30 a.m. until approximately 9:30 p.m.
- ☐ Assist in opening the polling place
- ☐ Process voters
- ☐ Assist in closing the polling place
- ☐ Count ballots at the end of the night



## PLACEMENT LIMITATIONS:

- The number of students placed is dependent on the needs of the surrounding community.
- Students will be placed at polling locations as needed, with efforts to make the location as convenient as possible.
- Although we may not be able to place every student applicant, it is our guarantee to educators that we will try our best to place as many students as possible.

## FAQ'S



### **How do I apply to be a Student Poll worker?**

All student poll workers must submit an application with both teacher and parent/guardian approval. The application can be obtained through the main office at Malibu High School or on the City's website at [www.malibucity.org](http://www.malibucity.org).



### **Where will I be placed to serve on Election Day?**

Student poll workers will be placed at one of seven polling locations in the City of Malibu. We will try to place students as near their home address as possible.

Due to the strict guidelines and strategic planning that goes into poll worker placement, students must show up to the location to which they are assigned. Unfortunately, we are unable to honor location requests.



### **How will I find out if I've been accepted?**

Students who are accepted will receive a poll worker appointment letter, which includes an assigned location and poll worker training schedule.



### **When will I receive my stipend for serving on Election Day?**

Stipends are mailed out 4-6 weeks following Election Day. If student does not receive a stipend within this timeframe, please contact the City Clerk's Office immediately via e-mail at [hglaser@malibucity.org](mailto:hglaser@malibucity.org).



### **What happens if I cannot work on Election Day?**

Poll workers are a critical component to Election Day. Poll worker commitment is essential to the success of the election. The California Elections Code requires notice of poll workers and appointment letters to be published and distributed well in advance of the election. Back-up poll workers are not available. Failure to fulfill your appointment will cause complications to the election process. Careful consideration should be given when deciding to serve as a poll worker.



### **Who do I contact with questions regarding the program?**

The City Clerk for the City of Malibu, Lisa Pope, is the Election Official for Malibu General Municipal Elections. Any questions regarding the Student Poll Worker Program should be directed to Lisa Pope, City Clerk, at [lpope@malibucity.org](mailto:lpope@malibucity.org) or (310) 456-2489, ext. 228.

# CALIFORNIA ELECTION CODE 12302

Election Code: 12302. Student precinct board members;  
Requirements for precinct board members



(b) (1) In order to provide for a greater awareness of the elections process, the rights and responsibilities of voters, and the importance of participating in the electoral process, as well as to provide additional members of precinct boards, an elections official may appoint not more than five pupils per precinct to serve under the direct supervision of precinct board members designated by the elections official. A pupil may be appointed, notwithstanding his or her lack of eligibility to vote, subject to the approval of the governing board of the educational institution in which the pupil is enrolled, if the pupil possesses the following qualifications:

- (A) Is at least 16 years of age at the time of the election for which he or she is serving as a member of a precinct board.
- (B) Is a United States citizen or will be a citizen at the time of the election for which he or she is serving as a member of a precinct board.
- (C) Is a pupil in good standing attending a public or private secondary educational institution.
- (D) Is a pupil who has a grade point average of at least 2.5 on a 4.0 scale. Is at least 16 years of age at the time of the election to which he or she is serving as a member of a precinct board.

# SCHOOL ADMINISTRATION CHECKLIST



**Malibu High School Administration and History Teachers are asked to assist in the recruitment of Student Poll Workers.**

- \_\_\_\_\_ Promote the program and distribute the enclosed nomination form and parental letter to interested students.
- \_\_\_\_\_ Approve and sign applications. Ensure that all forms are legible and completely filled out.
- \_\_\_\_\_ Encourage students to submit “Student Poll Worker Nomination Forms” to the City Clerk by fax to (310) 456-2760 or email to [lpope@malibucity.org](mailto:lpope@malibucity.org), as soon as possible but no later than **Wednesday, February 12, 2014**.
- \_\_\_\_\_ Assist with questions they may have regarding elections.

**IMPORTANT:** Please advise students about the importance of their Election Day commitment. If they cannot serve on Election Day, they must contact our office immediately at 310-456-2489 ext. 228 or [lpope@malibucity.org](mailto:lpope@malibucity.org).

## COMPENSATION/RECOGNITION

As a way of encouraging participation in the Student Poll Worker Program:

- ☐ Students receive a total of \$110 for serving as a poll worker: \$25 for attending training and \$85 for serving on Election Day. They will ONLY receive the \$25 for training if they complete their assignment on Election Day.

Please note: The stipend will be mailed to students 4-6 weeks after Election Day. If they do not receive their stipend 6 weeks after the election, they should contact our office immediately via e-mail at [hglaser@malibucity.org](mailto:hglaser@malibucity.org).

- ☐ Students may count their service as a poll worker toward community service requirements.

In order to assist with tracking of community service hours, a pre-election and post-election summary will be emailed to the High School Principal. The summary indicates which students were placed on a precinct board and which students served on Election Day.

# STUDENT RESPONSIBILITIES

- ☐ Provide “Dear Parent” Letter to parents
- ☐ Legibly complete the Student Poll Worker Nomination Form and obtain parent and teacher signatures on the nomination form.
- ☐ Return completed application to Lisa Pope, City Clerk, by Wednesday, February 12, 2014. Fax (310-456-2760), email (Lpope@malibucity.org), or personal delivery (Malibu City Hall, 23825 Stuart Ranch Road, Malibu, CA) are acceptable.
- ☐ Obtain Election Officer Notice of Appointment from City of Malibu. (Appointment notices will be mailed beginning **March 3, 2014**)
- ☐ Attend the Poll Worker Training Class, on Wednesday, April 3, 2014, 4:00 p.m., at Malibu City Hall.
- ☐ Arrange transportation to and from assigned polling place.
- ☐ Serve on Election Day from 6:30 a.m. until approximately 9:30 p.m. All students must serve the entire day; half-day shifts are not available.

# APRIL 8, 2014 CITY OF MALIBU GENERAL MUNICIPAL ELECTION SCHEDULE OF EVENTS

## February 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

Deadline to submit applications.

## March 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Summary of assigned and non-placed students email to High School Principal.

Mailing of appointment notices begins.

## April 2014

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Poll worker training.

**ELECTION DAY!**

PLEASE NOTE: STUDENTS WILL RECEIVE STIPEND 4-6 WEEKS AFTER ELECTION





# City of Malibu

23825 Stuart Ranch Road · Malibu, California · 90265-4861  
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January 7, 2014

DEAR PARENTS,

The City of Malibu Student Poll Worker Program provides students with an opportunity to participate in the democratic process at its most fundamental level, the polling place. State law allows U.S. citizen high school students, age 16 or older, with a 2.5 G.P.A. or higher, to serve as poll workers. These students work alongside their adult Election Officer counterparts on an equal footing, putting in the same hours, receiving the same stipend, attending the same training and performing the same functions.

All students participating in the program are **required** to attend the poll worker training session, which will be held on April 3, 2014, 4:00 p.m., at Malibu City Hall. Students will serve with three or four other members of an election board. The student is expected to be at their assigned polling place on Election Day at 6:30 a.m. and work until approximately 9:30 p.m. after the polls close. Students are responsible for providing their own transportation to training and to their assigned polling place. While we cannot promise that your student will work within close proximity to their school or home, we will try to place your student as nearby as possible. Students are given a stipend, the same as other poll workers: \$85.00 for Election Day and \$25.00 for attending the training session.\* Stipend checks are issued four to six weeks after the election.

In order for your student to be considered for this program, students must complete the attached nomination form, meet the requirements and deadline, and obtain your signature and a signature from their nominating **History** teacher.

If your student would like to be considered for the Student Poll Worker Program for the upcoming April 8, 2014 General Municipal Election, the nomination form must be completed and returned to Lisa Pope, City Clerk via fax to (310) 456-2760, email at [lpope@malibucity.org](mailto:lpope@malibucity.org) or personal delivery to Malibu City Hall, 23825 Stuart Ranch Road, Malibu, CA, 90265, by Wednesday, February 12, 2014.

Should you have any questions regarding participation in the Student Poll Worker Program, feel free to call me at (310) 456-2489 ext 228 or email at [lpope@malibucity.org](mailto:lpope@malibucity.org).

Sincerely,

Lisa Pope  
City Clerk

\*In order to receive the \$25.00 stipend for attending the training session, the student must complete service as an Election Day poll worker.





**City of Malibu  
Student Poll Worker  
Nomination Form**

**All information is required. Incomplete form will disqualify student.**

**Please Print Clearly:**

<b>S T U D E N T</b>	<b>Name:</b>	<b>E-mail Address:</b>
	<b>Home Address:</b>	<b>Home Phone:</b>
	<b>City, Zip Code:</b>	<b>Cell Phone:</b>
	<b>Language(s) spoken other than English:</b>	<b>DOB:</b>
	<b>Transportation (Check one)</b> Own          Parent	If 18 years old by Election Day, student must register to vote.
	<b>Student's Signature:</b>	<b>Date:</b>

<b>P A R E N T</b>	<b>Name:</b>	<b>E-mail Address:</b>
	<b>Emergency Phone Number on Election Day:</b>	
	<b>Parent's Signature Approving Service:</b>	<b>Date:</b>

<b>T E A C H E R</b>	<b>Nominating Teacher Name:</b>	<b>Current GPA:</b>
	<b>School Name:</b>	<b>Class in which student is taught:</b>
	<b>Contact Phone Number:</b>	<b>School Address:</b>
	<b>Teacher's E-mail Address:</b>	<b>Fax Number:</b>
	<b>Teacher's Signature:</b>	<b>Date:</b>

**Return completed Nomination Form to:**  
**Fax: 310-456-2760**  
**E-mail: [lpope@malibucity.org](mailto:lpope@malibucity.org)**  
**Delivery: City of Malibu - City Clerk**  
**23825 Stuart Ranch Road, Malibu, California 90265**

<b>For Office Use Only:</b>		
<b>Home Precinct:</b>	<b>Assigned Precinct:</b>	<b>Training Class:</b>



### What is the Student Poll Worker Program?

The City of Malibu Student Poll Worker Program provides high school students with an exciting opportunity to serve as poll workers on Election Day!

Responsibilities include:

1. Serving at a polling location from 6:30 a.m. to 9:30 p.m.
2. Setting up/opening polling place
3. Processing voters
4. Closing the polling place
5. Counting ballots

### Who Can Apply?

In order to participate, a student must:

1. Be age 16 or older
2. Be a U.S. citizen
3. Have a G.P.A. of 2.5 or greater
4. Have parental AND teacher consent
5. Have submitted a nomination form



# City of Malibu Student Poll Worker Program

A Partnership of  
Youth & Democracy



#### CONTACT:

Lisa Pope

City Clerk

[lpope@malibucity.org](mailto:lpope@malibucity.org)

#### How Can You Get Involved?

- Contact the High School Main Office to request an application
- For additional information, visit our website:

[www.malibucity.org](http://www.malibucity.org)

#### What Are the Benefits?

- Earn community service/service learning credit
- Receive \$110 stipend
- Great addition to college/scholarship applications and resumes
- Hands-on introduction to the democratic process!

#### Is Training Provided?

The City of Malibu provides poll worker training. Attendance at the training session is mandatory. The poll worker training session accounts for \$25 of your Election Day pay!



**Students  
Needed - Apply  
by February 12**

**GENERAL  
MUNICIPAL  
ELECTION**

**APRIL 8, 2014**